

**Minutes of the Meeting of Full Governing Board held at
Inkpen Primary School on Tuesday 24th January 2023**

Present: **Mrs E Wordsworth (EW) Chair**
 Mrs. S Sim (SS)
 Miss F Buck (FB) Headteacher
 Mr. M Salisbury (MS)
 Mrs C Evans (CE)
 Mr. M Chester (MC)
 Mr M Harrison (MH)
 Mrs R Lambert (RL) Clerk

Other abbreviations Shelley Boulton (SB)

EW welcomed RL to the meeting and introduced her as the new Clerk.

1. Apologies

No apologies.

2. Declaration of business and personal interest

There were no declarations.

3. Minutes of Previous Meeting

Previous minutes were agreed.

4. Matters Arising including review of Outstanding Items

- Volunteer Handbook. FB to look at wording and link it in with other school visitors. It was requested that class names were added to the staff page. EW commented that the Handbook was much clearer than the previous version. FB wants the handbook available quickly so will amend it and circulate to the Governors for it to be approved at the next meeting.

- MC suggested that a safeguarding board was placed in the entrance to the school with the names and photos of safeguarding leads. There could also be a poster with key safeguarding points on it for all visitors to read. A check column could be added to the visitors book to ensure that this was read. The Handbook is for all volunteers who help at the school All other visitors should read the poster.

EW asked if the new server was now up and running. FB stated that the new server is working, however, there are too many old files on it that are no longer needed. FB will give staff a deadline to save files, then delete any unwanted files.

5. Chair of Governors 360 Review

The governors looked at the summary report from the results of the survey. The review was based on the same review form that has been used for the last few year. MC suggested that the questions could be updated to be more useful. It was agreed that the questions would be updated for the next Chair of Governors review in early 2025.

6. Headteacher's Report

EW asked if Inkspots numbers could be added to the report as this is often useful to give an indication of numbers for the following September.

EW suggested that the potential low numbers for September were no reflection of the hard work that FB had put in but was almost certainly a result of the Ofsted report. The school is making milestones and achieving as much as possible.

FB is giving time to Subject Leads time for planning. There are currently still a few inconsistencies in the paperwork for foundation subjects which are being addressed but the school is confident that they are challenging and meeting the needs of all children. All teachers have had time to action some points from group discussions and have made a huge amount of progress in their planning and documentation.

Rose Carberry from the School Development Team visited last week. She made a lot of positive comments in her ensuing report especially within maths, progression across the curriculum had been mapped out. She had an opportunity to look at DT; looking at work samples, planning and mapping out. They hope to carry this across every subject. Each subject leader is continuing to develop an overview and map of their subjects.

EW asked how the teachers were coping with the workload of all this additional work as previously teachers were struggling to find time to get everything done.

FB is confident that teachers are becoming very proactive and are in a positive place. Much of the work is done at staff meetings in a group so everyone can contribute to the work making it less of a burden and ensuring teachers' support for the subjects.

EW: If Ofsted came back, how confident are you that the school has the documentation and procedures in place to address the issues that they found?

FB said that following the visit from the school development team she was confident that the changes that had been made and those that were underway would all ensure that Ofsted would have what they needed to produce a better outcome.

EW asked if FB would be able to produce the required evidence to ensure that any documentation that Ofsted asked for could be provided?

FB: We are busy working on supporting documents and know what needs doing. The last staff meeting involved looking at deep dive questions and working together to ensure consistency.

SS thought that there appeared to be more confidence in the documentation.

FB Stated that working collaboratively is important and is ensuring the quality of the work is kept to a high standard.

EW asked if there were any subjects that we need to be concerned about?

FB: Computing with 'fidelity to a scheme'. Something FB needs to spend time on and she could consult with other headteachers to see if a collaborative approach might be beneficial.

SS asked whether changes to computing had any hardware implications?

FB: Year 5 carry out complex coding, Years 3&4 learn how to send emails. There are occasional hardware problems. FB is keen to invest in Chromebooks for the children to share in the classrooms, which would also free up the IT Suite so the space could be used in other ways. We currently don't have any funding for these but are hoping to fundraise in order to invest in them. We live in a digital age and we need IT as a support.

FB: If we were able to purchase Chromebooks we would need to look at recycling the old computers, possibly give the laptops to staff and use Green Machine to recycle anything else.

The only area of the SDP that had not yet been addressed was the area of subject leaders auditing strengths and weaknesses for their subjects. FB was worried learning walks would give teachers extra work but has been overwhelmed with the positivity of the staff.

Monitoring lessons helps share strengths and weaknesses. Learning walks show key points that need tweaking. It gives personal feedback and support. All the staff are working well towards improvement and while the action itself has not been fully addressed there is a lot of work going on in this area with FB doing monitoring visits and learning walks in all classrooms.

SS commented that FB has an open door policy.

MS commented that the teachers could have feedback training in order to help other staff teach their subjects.

SS offered to give feedback training if that was required in the future. It was agreed that it was something to consider.

FB said this is a general area for development and would be reviewed on an ongoing basis.

7. Budget Update

The finance committee has been through the finance budget and questions and answers were documented in the minutes of the meeting.

Finance policy has been reviewed and agreed with the discussed changes.

(The policy needs updating to include the Sub-Committee)

(The date needs to be amended to September 2022)

RL needs to update the finance policy based on the minutes from the finance minutes to include the Sub-Committee – this had been done but the old copy was circulated to governors. The finance policy is now up to date and approved.

8. Data Analysis

EW stated that looking at the published data is not helpful as the data set is too small to be meaningful.

FB will give comprehensive progress data in the March meeting.

FB has reviewed pupil progress with the teachers. They are targeting those making progress, but also looking at the lower score children and looking if they are still making progress. Where necessary, staff are looking at interventions e.g. Quality first contact, reading at home, the capacity to read with children every day

EW: Are you tracking every pupil in school?

FB: Yes, especially in maths and other assessments, e.g. teacher assessments. Currently there is a need for interventions in English.

FB to provide full progress data for March meeting.

9. Pupil Progress Report

Moved to March Meeting

10. Accident and review

Moved to March Meeting

11. Benchmarking School Financial Data

FB had looked at the schools in the report and they were not particularly similar to Inkpen. MH thought only one was similar to Inkpen.

EW noted that the report was based on 21-22 figures when Inkpen was in deficit.

EW noted that Administration costs were lower than other schools although that would change for the next report due to RL starting.

FB commented that the productivity of SB had improved now her Administration duties were less.

Teaching costs had also reduced with JO leaving.

ICT costs are up which could be the support contract or internet costs

12. Business Continuity Plan

EW: as a result of filling in the SFVS report we were reminded that the Business Continuity

Plan was needed and could be very useful as a risk assessment of 'what if' scenarios.

MC noted that JOG was stated as a secondary site for Inkpen and asked if this was still the case.

EW suggested that this was almost certainly a historical note and suggested that it no longer applied.

MC asked if Inkpen was a secondary site for another school.

MH asked if we had a buddy school

FB didn't think we did but we could look into it further

SB to amend the plan to reflect these notes.

FB to look at remote learning facilities as a contingency.

MH asked about the upcoming strike action

FB is entitled to ask staff if they will be striking, and is concerned as the school may have to close one class. FB not happy morally to cover a striking teacher but will look at guidance.

FB has a legal duty to keep the school open where possible.

FB to send a letter out to parents informing them of the strike and any other interruptions.

3 parents have been supportive of the potential decision to close the class.

FB will look at the other strike days.

There should be consideration if staff need to be absent due to childcare.

FB will seek advice from a union rep.

CE asked about the contingency plan if staff don't notify the school of strike action and children were already in school.

FB will do her best to avoid this.

EW Commented that strikes are supposed to be disruptive hence the staff do not need to let school know that they are striking until the morning of the strike making it very difficult to plan

13. Pupil Premium Strategy Statement

FB Stated that the statement was now complete and had been submitted and put on the website.

MH: Queried the 0% child.

FB: There is no mistake, the number correctly shows as 0% as one child didn't meet requirements.

14. SFVS

EW and SB have filled in the form. The form should now be complete and needs to be filed with WB by the end of March.

The form has been filled in to include as many dates and references as possible to ensure that we are meeting the standards necessary to achieve a good level of financial health and resource management.

It was agreed that it can be filed following confirmation of the final bit of information from SB which had been received just prior to the meeting.

15. Staff Absence Insurance quotes

SB: Had obtained quotes from three different suppliers which were reviewed by the governors. SB stated that she was happy with the current service provided by SAS. The SAS quote was very competitive and in addition SAS have offered a reduction if purchased by the end of the month. The quote includes maternity cover.

MS questioned whether it was a statutory requirement to have this insurance.

FB: It covers any staff member if they are absent through illness for 10 days or over.

It was agreed that SB should confirm the SAS quote.

16. **WAN upgrade**

EW: This is to upgrade the broadband speed to superfast fibre broadband as current speeds were not good enough for the school.

There is Gigaclear locally and Protec can piggyback onto it.

The cost at the moment is £237 per month but will go up to £339 per month for 3 years if we upgrade the connection. The cost is unlikely to increase within the 3 years.

MH: Is that for wireless across the school?

EW: The current connection has fibre up to a point then it is copper into the school, this upgrade would mean fibre throughout which would increase the speed, however the internal hardware would not change.

MH: Do we know what speeds we have currently?

FB: That would be a question for Protec.

FB: Zoom calls in school can freeze 4 or 5 times during a call.

MH Did Protec recommend this.

FB: Has confidence in Protec following recent conversations with them. They wouldn't recommend anything the school didn't need.

EW noted that the internet is not used constantly in school so we shouldn't need a huge connection speed at the current time

MS: There is a scenario that if Chromebooks were used in the classroom it would increase streaming in lessons, which opens up a whole new world of requirements.

EW noted that the school don't have Chromebooks yet but if purchased in the future we could review the requirements.

MK Can't the school use Gigaclear?

EW: We are with Protec who would use Gigaclear to upgrade the connection.

More questions were asked, but the Governors were not able to answer them.

MS: To look into this with SB and Protec.

FB stated Protec were very helpful and happy to discuss requirements.

EW said if agreed it would go in the budget for next year and there was room for negotiation.

17. **Business Development Plan**

FB We thought the school were on the W. Berks priority list, but when SB looked into it further, it appeared that we were not.

The fence has become a safeguarding issue as a pupil had recently managed to go over the fence.

SB was discussing with WB and getting costs for upgrading the fence at the back of the school to match the one at the front. West Berks will fund a certain amount for this and the school will make up the difference, WB should be able to make it happen.

In 2017 Ofsted only said there needed to be a fence at the front which is what was put in place at the time.

MH There's currently fundraising for the PE shed, is there a conflict there?

FB Work such as the fence would be funded by WB with a contribution from the school.

The PE shed would be built following fundraising and would be looked at along with other things that the school wants. These would be prioritised.

18. **Safeguarding**

For confidentiality part of this are in Part 2 minutes

All Governors need Prevent Training. Best Practice every 2 years.

MC would like to pin West Berks Safeguarding page to the Governor Hub and send

Whatsapp to the Governors to let them know when it's available. This page contains a link to the Prevent training.

MC noted there was a free webinar – sharing attendance records.

RL has a record of staff training.

19. Health and Safety

SS had met with SB to run through the checks.

SB didn't know who needed fire training, H&S training and height training.

FB stated that everyone should do it.

SS noted that the new caretaker was taking care of a lot of issues.

SS asked do we have a lock down procedure?

FB No we currently do not but it should be discussed.

RL Both RL and SB had discussed it and it should be discussed further.

SS To meet with SB again and walk around the school to look at the items on the checklist.

FB noted that all the doors needed hinges and protectors.

SB had purchased them and the caretaker was in the process of fitting them.

SS had found old assessments by W. Berkshire but a new one was needed.

FB SB does an H&S survey each term, if there was an updated survey then this could be used in future.

SS the insurers had done an assessment and reported back.

SS was happy that the correct checks had been done.

MC There needs to be a review of FB Office and of SB and RL working space to ensure that there were no posture issues with using their office equipment.

20. Training

FB: All staff had completed Cyber Security and all governors except one has.

MC: Everyone needs to complete a Prevent course.

EW notes that all Governors need to complete their full Governance training, some had done part of it but not the other part.

MC: H&S Governance meeting is on 6th February 2023.

MC asked is there a cost to training.

EW: Yes, but there is a budget for Governor training and should be booked through RL / SB to ensure that costs were managed.

21. Staff Governor

We need a member of staff to volunteer to be Staff governor. It was clarified that they do not need to be a teacher.

22. Policies

SS noted that The Freedom of Information Act on the website doesn't work.

EW: Everyone to review the outstanding policies and send any comments to EW.

Assessment Policy was agreed (dated Nov 2022) and is on the website.

Accessibility Policy FB to look at and update. The 1st paragraph about attitudes needs to be reviewed.

Capability Policy – Adopted and agreed.

Finance Policy – Agreed with changes about the sub-committee.

Attendance Policy – approved.

Safeguarding Policy – need to change the lead to the new DSL's. Date from January.

Curriculum Policy –FB updating policy, referring to assessment policy and home learning.

All other policies Governors to look at and email EW with comments.

23. Any Other Business

CE asked that the weekly newsletter be sent to the Governors.

CE had been approached by David Thomas (DT) regarding some historical photos of the

school with the possibility to put them on the village website. CE to email DT. It was noted that Julie Sadler is likely to know where the photos are.

SB had provided a quote for the monthly legionnaires check. Currently RMC is used costing £1804 per year.

It was agreed that SB could accept the RMC quote unless she thought there is any reason not to.

EW asked for new Safeguarding labels indicating the Safeguarding leads for the back of ID tags as these were now out of date. Everyone in school needs one.

RL to action.

FB had been questioned by a parent following Ofsted who wanted an update on progress. FB felt it was not appropriate to share the School Development Plan. Many improvements have been made in school, including communication with parents. Ofsted may do a monitoring visit. FB feels she needs to communicate with parents with how the school is improving.

FB to bullet point parts of the School Development Plan and update parents before February half term.

FB to put a document together and email the Governors.

FB ended on a positive note with the results of a pupil voice. With various children, 2 from each year group. It was an absolute joy to hear how happy the children were and very positive how happy and safe the children felt.

EW noted that Governors need to complete a Pupil Voice before the end of term.

Next Governors Finance Committee Meeting on February 7th at 3.30pm.

Next Governors Meeting 14th March.

Actions

January 23	FB	Update and circulate volunteer handbook to governors	
January 23	RL / SB	Create safeguarding photo board and poster for all visitors	
Jan 2023	RL	Pupil Progress Data – move to March meeting	
Jan 2023	RL	Accident / Incident Review – moved to March Meeting	
Jan 2023	FB	Look into remote learning facilities as a contingency for the Business continuity plan	
Jan 2023	MS / SB	Investigate upgrade to superfast broadband further	
Jan 2023	Mc / All Governors	Prevent Training - MC to circulate link	
Jan 2023	MC / SB / RL	Review headteacher and admin working space	
Jan 2023	Some governors	Governance Training 1 and 2 needs to be completed by all governors	

Jan 2023	All governor / FB	Review outstanding policies via email and agree	
Jan 2023	EW	Organise pupil voice before end of term	
Jan 2023	FB	Bullet point parts of the School Development Plan and update parents before February half term.	